



Embassy of the United States of America
General Services Office
27 Napier Road
Singapore 258508

June 23, 2011

To: Prospective Quoters

Subject: Request for Quotes No. SSN10011Q8820

The Embassy of the United States of America invites contractors to submit an offer for gardening services at the US Embassy and 2 residential sites at Bandar Seri Begawan, Brunei.

To obtain a copy of RFQ No. SSN10011Q8820, interested offerors must request a copy by email at stellah@state.gov. A copy will be sent electronically to the requestor.

A site visit and pre-proposal conference will be conducted on **July 8, 2011 at 9.30 am**. Interested parties shall meet at the New U.S. Embassy, Simpang 336-52-16-9, Jalan Kebangsaan, Mukim Kianggeh, Bandar Seri Begawan, Phone: 238-4616. To obtain access, attendees must submit names and Identification Card numbers to **Susan Ho at HoYY@state.gov by July 6, 2011**.

The due date and time is **July 26, 2011 at 4.30 pm**. Please read RFQ for submission instructions.

The U.S. Government intends to award a contract to a responsible company submitting a technically acceptable offer at the lowest price. We intend to award a contract based on initial offers, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

For queries, please contact the Stella Heng at tel. 65 6476-9304, fax 65 6476-9003 or email stellah@state.gov

Sincerely,

(signed)
Robert E. Barney
Contracting Officer